

How to get a sub for a sick day or personal leave day

- Check the sub list for aides who are available to sub on the day/s you need and who are willing to go the location of your school.
- Call the sub as soon as possible when you know you will be sick. They have given me permission for you to call early in the morning and to call them directly.
- After the sub has agreed to sub for you, call SubFinder and arrange the job, choosing sick personal, sick family, personal day, etc.
- Email Jolene (jellertson@graniteschools.org), your principal or school secretary, and your team leader with your sick day/s and include the sub job number.
- Remember, you need to do the paperwork and get permission ahead of time to arrange your personal days.
- Make sure that you leave sub info in an easy to find place, including the sub lesson binder, log ins, and your teaching schedule. (See the sub info template on the sub site.)